



CASEWORKER Sneak-A-Peeks to Meet Juveniles Served with CLUX Reporting Requirements



Texas Juvenile Probation Commission

CASEWORKER HelpDesk: (512) 424-6724

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Supervision SAP

In CASEWORKER, go to the Menu bar and click on Report. Select Sneak-A-Peek. Select **Supervisions** from the General Tab. Use the information below to continue creating your report. Contact the CASEWORKER Help Desk if you need assistance.

Report Title: countynumberQ3SPV (Example: 001Q3SPV)

Scan fields

Field	Operator	Criteria	Continue/Or
Supervision Begin Date	<= (less than or equal)	08/31/2010	Click Apply, click Continue Then Click Add
Supervision Actual Completion Date	>= (greater than or equal)	09/01/2009	Click Apply, click OR
Supervision Actual Completion Date	Is Empty		Click Apply, click Continue, Then click Next

Display/Print Fields

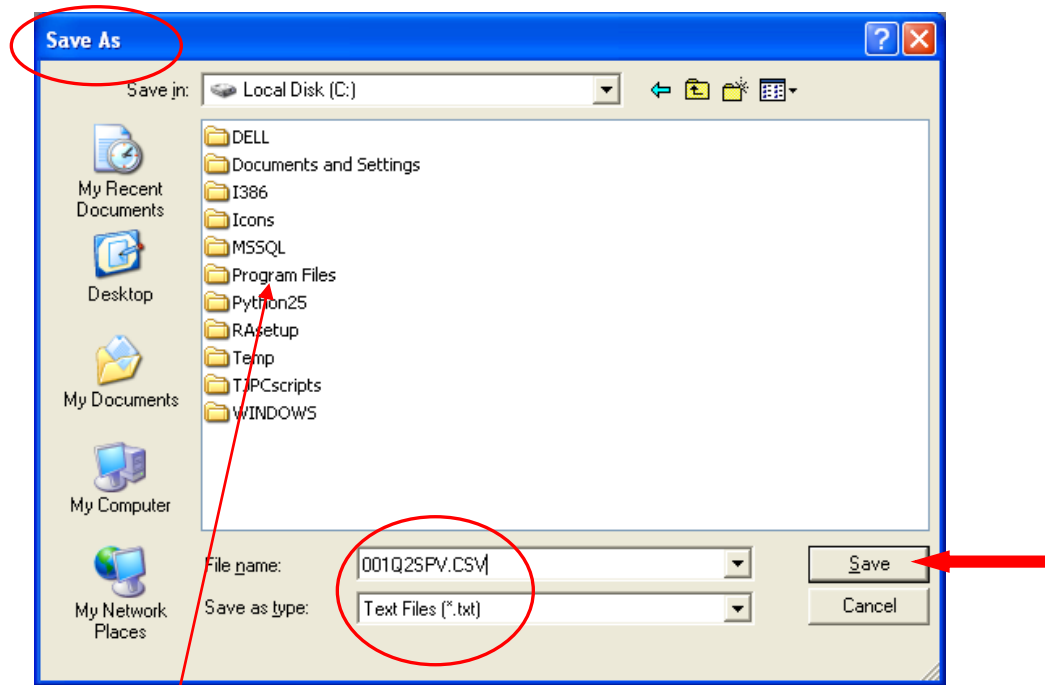
Field	Ascending/Descending
Personal ID Number	
Referral Number	
Supervision Begin Date	
Supervision Type	
Supervision Officer	Ascending

See the next page for instructions on saving your SAP.

How to Save the SAP Output File

Your SAP results will display on CASEWORKER's Results Screen.

1. Click the **Create Output File** button. This will open the Save As box. The Local Disk (C:) should be automatically displayed.



2. Double click Program Files.

NOTE: If your Program Files\CASEWORKER5 directory is located on a drive other than C:, switch to the correct drive to locate the Program Files\CASEWORKER5 directory.

Contact the CASEWORKER Help Desk at 512-424-6724 if you need assistance.

3. Double click CASEWORKER5.

4. In the File Name box, enter the name given to the report and include the extension **.CSV**. The Save As Type box will show Text Files (.txt).

For example: **001Q3SPV.CSV** means:

001 = Headquarter County Number (in this example, it's Anderson)
Q3 = third quarter report
SPV = supervision report
CSV = file type (**c**omma-**s**eparated **v**alue)

5. Click Save.

The screen will return to the Results Screen. Click Save New Template.

Behavioral Health Referrals SAP

In CASEWORKER, go to the Menu bar and click on Report. Select Sneak-A-Peek. Select **Behavioral Health Referrals** from the General Tab. Use the information below to continue creating your report. Contact the CASEWORKER Help Desk if you need assistance.

Title: countynumberQ3BHR (Example: 001Q3BHR)

Scan fields

Field	Operator	Criteria	Continue/Or
BH Referral Date	Between	09/01/09 - 08/31/2010	Click Apply, Click Continue. Then Click Next

Display/Print Fields

Field	Ascending/Descending
Personal ID Number	
BH Referral Date	
BH Referred for	
BH Referral Funding Source	Ascending

Go to page 4 for step-by-step instructions on saving your SAP.

Behavioral Health Treatments SAP

In CASEWORKER, go to the Menu bar and click on Report. Select Sneak-A-Peek. Select **Behavioral Health Treatments** from the General Tab. Use the information below to continue creating your report. Contact the CASEWORKER Help Desk if you need assistance.

Title: county numberQ3BHT (Example: 001Q3BHT)

Scan fields

Field	Operator	Criteria	Continue/Or
BH Treatment Begin Date	<= (less than or equal)	08/31/2010	Click Apply, click Continue Then Click Add
BH Treatment End Date	>= (greater than or equal)	09/01/2009	Click Apply, click OR
BH Treatment End Date	Is Empty		Click Apply, Click Continue. Then Click Next

Display/Print Fields

Field	Ascending/Descending
Personal ID Number	
BH Treatment Begin Date	
BH Treatment Funding Source	Ascending

Go to page 4 for step-by-step instructions on saving your SAP.

Drug Tests SAP

Type of Information to Report On: Drug Test

Title: county numberQ3DRG (Example: 001Q3DRG)

Scan fields

Field	Operator	Criteria	Continue/Or
Drug Test Date Administered	Between	09/01/09 - 08/31/2010	Click Apply, click Continue Then Click Next

Display/Print Fields

Field	Ascending/Descending
Personal ID Number	Ascending
Drug Test Date Administered	
Drug Test Funding Source	

Go to page 4 for step-by-step instructions on saving your SAP.

Non-Residential Services SAP

Type of Information to Report On: Non-Residential

Title: county numberQ3NRS (Example: 001Q3NRS)

Scan fields

Field	Operator	Criteria	Continue/Or
Non-Residential Service Date	Between	09/01/09 - 08/31/2010	Click Apply, click Continue Then Click Add

Display/Print Fields

Field	Ascending/Descending
Personal ID Number	Ascending
Referral Number	
Non-Residential Service Date	
Non-Residential Funding Source	
Non-Residential Service Type	

Go to page 4 for step-by-step instructions on saving your SAP.

Placements SAP

Type of Information to Report On: Placements

Title: county numberQ3PLC (Example: 001Q3PLC)

Scan fields

Field	Operator	Criteria	Continue/Or
Placement Begin Date	<= (less than or equal)	08/31/2010	Click Apply, click Continue Then Click Add
Placement Actual Completion Date	>= (greater than or equal)	09/01/2009	Click Apply, click OR
Placement Actual Completion Date	Is Empty		Click Apply, click Continue, Then click Next

Display/Print Fields

Field	Ascending/Descending
Personal ID Number	Ascending
Referral Number	
Placement Begin Date	
Placement Funding Source	

Go to page 4 for step-by-step instructions on saving your SAP.

Programs SAP

Type of Information to Report On: Programs

Title: county numberQ3PRG (Example: 001Q3PRG)

Scan fields

Field	Operator	Criteria	Continue/Or
Program Begin Date	<= (less than or equal)	08/31/2010	Click Apply, click Continue Then Click Add
Program Actual Completion Date	>= (greater than or equal)	09/01/2009	Click Apply, click OR
Program Actual Completion Date	Is Empty		Click Apply, click Continue, Then click Next

Display/Print Fields

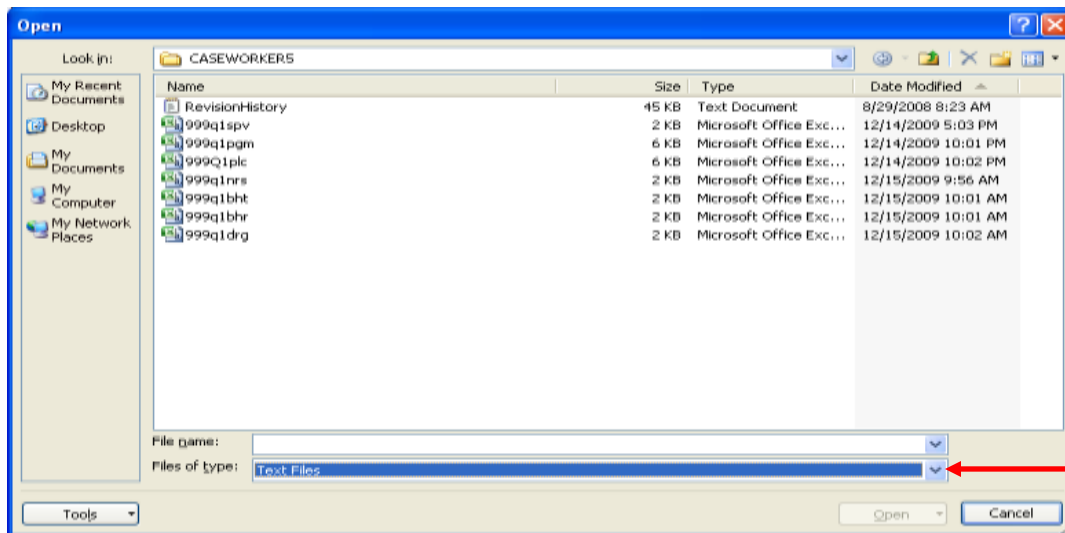
Field	Ascending/Descending
Personal ID Number	Ascending
Referral Number	
Program Name	
Program Officer Assigned	
Program Begin Date	
Program Funding Source	

Go to page 4 for step-by-step instructions on saving your SAP.

Insert Grant Description in a SAP Using Excel

Once your Sneak-a-Peek reports have been saved in the CASEWORKER5 directory, do the following:

1. Open Excel
2. Using Excel, open the document you are working on. If you do not see the newly created document, click on the arrow to the right of the Files of Type box at the bottom of the screen and select Text Files. (see arrow below)



3. Once the file is open, left click in the box in the upper left corner (above 1 and to the left of A). This will highlight the table.
4. Double click on the line between Column A and Column B. This will automatically format the width of each column.

5. In the first blank column, title the column FundingSourceDescription.

- a. The column that ends with **FundSrc** contains one or two characters. These characters are your department's code and are used to represent a funding source description.

To determine what your codes mean, go to CW, Administration, Codes, and select Funding Source from the drop down list. The following example shows how your screen might look. Keep in mind that your department's codes will be different.

Code	Description
1	X GRANT INTENSIVE COMMUNITY BASED PROGRAM (TJPC)
2	STATE AID (TJPC)
3	JAEP PROGRAM (TJPC)
4	E GRANT IVE FEDERAL FOSTER CARE (TJPC)
5	LEVEL 5 PLACEMENT FUND (TJPC)
6	R GRANT SMALL COUNTY DIVERSIONARY PLACEMENT (TJPC)
A	TJPC SUBSTANCE ABUSE PROGRAM
B	B GRANT BORDER CHILDRENS JUSTICE PROJECT (TJPC)
C	TJPC CHALLENGE GRANT
E	IV-E
G	G GRANT PROGRESSIVE SANCTIONS LEVEL 1-2-3 (TJPC)
GC	GRANT C
GL	SIONARY PLACEMENT FUND (TJPC)
H	
I	INSURANCE
J	CJD Federal Funds
L	LOCAL FUNDS
M	M GRANT SPECIAL NEEDS DIVERSIONARY PROGRAM (TJPC)

Note that the column showing funding source information will be named according to the type of SAP you ran. For example:

SvcFundSrc = Services Funding Source

ProgFundSrc=Program Funding Source

PlcFundSrc=Placement Funding Source, etc.

- b. In the newly created Funding Source Description column, enter the full description of the grant used to pay the supervising officer's salary (e.g. C Grant). Enter this description for each juvenile record in the Excel

spreadsheet that the supervising officer oversees. **Remove all records that were not paid with a grant.**

c. For Supervision SAPs only:

- i. Look at the column labeled SupvOfficer. Determine which officer was paid with the grant. **Remove all records belonging to Supervising Officers that were NOT paid with the grant.**

Example of a Supervision spreadsheet . Tom Stassney (SupvOfficer=TST) was hired with Grant C. Enter C Grant next to his initials and delete all juvenile records not supervised by Tom Stassney.

	A	B	C	D	E	F
	Name (PID Number)	PIDNumber	RefNumber	SupvDateIn	SupvOfficer	FundingSourceDescription
1	LOVE, LAURA (155)	155	9001274	2/18/2002	ACON	
2	BRADY, JAN ANN (145)	145	9001417	1/31/2005	AZAM	
3	DATA, TEST (178)	178	9001413	1/1/2006	BBOB	
4	PAN, PETER (172)	172	9001330	2/12/2003	JLP	
5	DATA, TEST (178)	178	9001429	4/11/2006	NA	
6	COURTESY, CHELSEA L (139)	139	9001248	8/20/2001	TST	C Grant
7	PAN, PETER (172)	172	9001325	2/12/2003	TST	C Grant
8	BING, CHANDLER (170)	170	9001318	2/10/2003	TST	C Grant
9	JONES, AMANDA (165)	165	9001300	1/27/2003	TST	C Grant
10	BLUEBELL, BELL UP (14)	14	9001291	1/24/2003	TST	C Grant
11	PAPER, BRIAN (153)	153	9001269	1/10/2003	TST	C Grant
12	FOLDER, SEALED (228)	228	9001278	5/18/2005	WCON	
13	COURTESY, COURTNEY (135)	135	9001239	8/20/2000	WCON	
14						

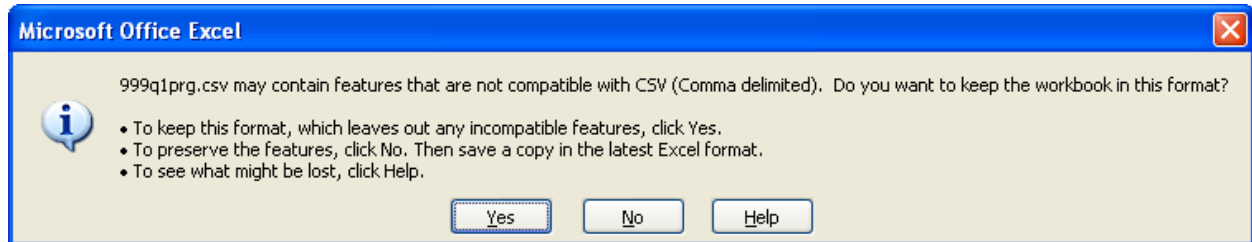
TIP

The following links explain how to delete rows in Excel.

Excel 2007: http://www.youtube.com/watch?v=_gqgxTVH9cE

Older versions of Excel: http://www.ehow.com/video_4445783_deleting-renaming-worksheets-microsoft-excel.html

6. Save and close the document.
 - a. Close Excel. Click on **Yes** to save the changes made.
 - b. If you receive the following message, click **Yes** again.



Repeat Steps 1 through 6 in this section for every file you are sending TJPC. Do not create a SAP for everything listed here. Only do it for those instances where you failed to enter the information in CW by the deadline, or if you have a special situation that requires a SAP.

Don't forget to send your files to TJPC via the batch process! It is explained on page 16 of the document:

"Instructions for Using CASEWORKER and Excel to Meet 2010 Grant Funding Reporting Requirements" version 3 available here:

<http://www.tjpc.state.tx.us/statistics/ReportingRequirements.htm>